



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Admin, 12B2O	<b>RANK/GRADE:</b> <b>SGT/E5</b> <b>(Minimum: SPC/E4)</b>	<input type="checkbox"/> <b>NATIONWIDE</b> <input checked="" type="checkbox"/> <b>NCARNG SOLDIERS ONLY</b>	<b>ANNOUNCEMENT #:</b> AGR-FTM 2016-24
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**UNIT, LOCATION, POC:**  
171<sup>ST</sup> ENG CO (SAPPER)/ ST. Paul's, NC  
POC: MSG Strickland, Antony (984) 661-2261  
[antony.n.strickland.mil@mail.mil](mailto:antony.n.strickland.mil@mail.mil)

**OPENS:**  
12 April 2016

**CLOSES:**  
12 May 2016

**POSITION DESCRIPTION:** Responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives. Drafts training schedules and maintains training library and training aids account. Advises unit commander on unit mobilization posture and requirements and maintains unit mobilization plan. Advises enlisted soldiers on military education requirements and prepares applications for Army Service schools and extension courses. Prepares reports, briefing materials and correspondence related to training as required by the Readiness Officer, the commander and higher headquarters. Assists in unit recruiting and retention activities. Performs administrative and personnel duties in support of assigned unit. Advises commander and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards and manages unit supplies and equipment. Performs other military duties as required by mission.

**QUALIFICATION REQUIREMENTS:** Must be qualified in or meet prerequisites for MOS **12B** in accordance with DA Pam 611-21 (includes minimum aptitude score of **90** in aptitude area **CO**). If not 12B MOS qualified, must be qualify within one year of assignment or be reassigned or released from AGR tour. Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must meet physical requirements of PHULES code 111221 and have normal color vision. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**M-DAY SOLDIERS**

- \_\_\_\_ 1. NGB Form 34-1 Application for AGR (dated NOV 2013-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**
- \_\_\_\_ Age: Over 18, under 55?
- \_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.
- \_\_\_\_ Signed and dated.
- \_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- \_\_\_\_ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
- \_\_\_\_ Passed APFT.
- \_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
- \_\_\_\_ If newly promoted check for letter of recommendation from Commander or senior NCO.
- \_\_\_\_ 8. All DA 1059's
- \_\_\_\_ Training meets qualification requirements for the announcement.
- \_\_\_\_ Soldier achieve Honor Graduate?
- \_\_\_\_ 9. DD Form 214 (must have items 23-30 included),
- \_\_\_\_ Reentry Code should be RE-1 or RE-2 (ineligible if RE-3 or RE-4).
- \_\_\_\_ Character of Service should be Honorable Discharge.
- \_\_\_\_ 10. NGB Form 23/23b Retirements Points History Statement (RPAM) (Must be pulled in last 30 days)
- \_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_ years, \_\_\_\_ months (over 15 required waiver, over 17 not considered unless MOSQ). For officers can serve at least 5 years before MRD?
- \_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- \_\_\_\_ If former AGR soldier, at least 12 months since REFRAD?

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**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Is soldier currently under 18 months initial tour stabilization?
- \_\_\_\_\_ If lateral transfer, is soldier MOSQ for vacant position?
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If newly promoted or missing rated time check for letter from Commander.
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ Training meets qualification requirements for the announcement.
- \_\_\_\_\_ Soldier achieve Honor Graduate?
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

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